



Holywell CE Primary School

Full Governing Board Minutes of the meeting held Wednesday
23rd March 2022 at 7pm at the school.

Present	Alan Whitaker (AW - Chair), Paul Baddeley (PB – Head), Revd Sheila Anthony (SA), Linda Dingle (LD), Lizzi Fabisz (LF), Mark Hodge (MH), and Carol Peilow (CP).
Apologies	Nhlanganiso Nyathi (NN), Anthea Kenna (AK) (Governance Advisor), Scott Grant (SG), Hannah Jones McVey (HJM) and Sue Vickery (SV).
In attendance	Becky Cooper (BC)(left the meeting at 7.17pm), Nicky Oliver (NO) SENCo – entered the meeting at 7.17pm, left at 7.51pm) and Louise Todd (LT - Clerk).

Action points from this meeting			
Item	Action	Lead	Status
2.2	MH to contact AW to confirm SFVS and AW to send email to BC to say it has been approved.	MH/AW	completed
Action points from meeting held 23rd February 22			
4 updated	Attendance processes report of meeting to complete	AW	Open
7.3 updated	Anti-bullying policy – new wording to be approved	Agenda FGB	By next meeting
7.4	SG to talk to site manager to check final draft of Health and Safety	SG	By next meeting
Action points from meeting held 26th January 22			
2	Preschool rent – awaiting further information	PB	Open
4 updated	Bungalow – agenda future meeting	Clerk	Open
6.1	Website audit - Conduct and feedback	AW	Open
6.4.2b updated	Monitoring of SDP – PB to upload current version to Governor Hub	PB	By next meeting
8.2 updated	Clerk to convene Data Protection training – completed – training set for Wednesday 8 th June 22 at 6pm	LT	Complete
Action points from meeting held 24th November 21			
6.1 updated	Head to contact NN and offer him an associate governor position. Clerk and Chair to look at recruitment of new associate governors	PB/LT/AW	Open
Action points from meeting 3rd March 21			
11.1	SV to send a short biography to the Head for website	SV	Open
12.2 updated	SA, CP and Head to meet and revamp SIAMS part of the website	SA, CP, PB	Open

	Minutes	Action
1	Welcome and Apologies The Chair welcomed all to the meeting	



	<ul style="list-style-type: none"> • Apologies were accepted from AK, NN, SV, SG, HJM • SA gave the opening prayer. • The meeting was quorate. • There were no declaration of interests relating to items on the agenda. 	
2	<p>Budget Update The Schools Financial Value Standard (SFVS) and the BMR for February were circulated prior to the meeting.</p> <p>2.1 BMR BC presented the latest budget information, main points are:</p> <ul style="list-style-type: none"> • The current carry forward is £2.5k but that does not include the carry forward of the Sports Premium funding. • BC MH and the Head met with Ray Byford from the local authority (LA) on Monday to discuss the year end. There were no concerns. • The budget has been impacted by COVID through increased spending on staffing cover. • The year end will be submitted to the LA by 4th April 22. • The budget for 22/23 looks healthy with £30k in reserves. This is because pupil numbers have increased. The forecast for the next 3 years shows there will not be a budget deficit. • There is a possibility that funding spent on COVID related resources may be clawed back from the Department for Education. BC has kept records and is waiting for an update. • The budget will be circulated for approval at the next FGB meeting. • BC is happy to produce a glossary for the budget once the year end has been submitted and the budget has been drafted. <p>2.2 Schools Financial Value Standard (SFVS) BC explained the changes to the document.</p> <p>Decision: Governors approved the SFVS for 21-22 on condition that MH checks the document and approves it. Addendum: The document was approved on 27th March.</p> <p>Action 2.2 MH to contact AW to confirm SFVS and AW to send email to BC to say it has been approved. Completed</p>	
	NO entered the meeting at 7.15pm	
	BC left the meeting at 7.17pm	
3	<p>SEND Q and A The PowerPoint produced by the SENCo was circulated prior to the meeting and uploaded to Governor Hub. NO explained the document which she shared onscreen. Main points are:</p> <ul style="list-style-type: none"> • Governors discussed the numbers of Education, Health Care plans (EHCPs) at the school. NO is experienced in the application of EHCPs and she has managed to secure more plans for pupils, taking the school nearer to the national average. • NO outlined the types of needs at the school, which was examined further. 	



- The school meets all Ofsted requirements for SEND, including ensuring provision is in place for any pupils with an EHCP who are not accessing school.
- The school will often go above and beyond supporting SEND pupils, this was especially true during lockdown. NO explained several case studies as evidence of this.
- NO collects spring data and monitors progress of pupils on the SEN register and those who have EHCPs.
- SEND and EHCP pupils are in the classrooms and experiencing a broad and balanced curriculum and have the same access to cultural aspects at the school. .
- There were no outcomes around SEND from the previous Ofsted report and nothing from monitoring visits. She is confident the provision is in a good place.
- The use of pivots was explained.
- NO oversees the transition of SEND pupils to secondary school.

QUESTION: Is it correct that Ofsted look at progress of SEND pupils and compare their progress with the rest of the pupils.

NO has had experience of the new inspection framework, she felt data was not required, Ofsted were happy to look at books and observe the children.

QUESTION: So during an inspection, governors may not expect a question such as how do you know your SEND pupils are making progress?

NO tracks progress on a termly basis and will have conversations with teachers to see what is in place and what is being done. All SEND pupils have a pupil passport. She also holds surgeries where teachers can meet with her and flag any concerns. NO agreed to anonymise a sample of data and send to governors.

QUESTION: Is the pivot document a list of sequential learning?

Yes it is, it is a list of very basic early learning skills to ensure staff do not miss any gaps. If SEND pupils are not performing in their year group NFER tests, then they should be on pivots.

QUESTION: Is there an even distribution of SEND pupils across the classrooms.

Yes, there is a balance, she explained in more detail and notified governors of which year groups had pupils with EHCPs or who are on pivots.

Governors discussed the use of pivots in more detail, including how to map progress in pivots and using them in learning objectives.

QUESTION: What is the impact on staff training and development in anticipation of EHCP children moving up through the school.

This depends on the individual's plan and the TA. If a child has complex needs, NO can access support from a specialist practitioner or the specialist teaching team.



	<p>QUESTION: Are we confident that what we are asking of teaching and TA support time and the effort required to meet the needs of children with high and complex needs would not impact other children in the class.</p> <p>At the moment it is balanced and there is access to support if needed. The Head is proactive and the recruitment of TAs aligned with an EHCP has been carefully considered.</p> <p>Decision: Governors were encouraged to ask further questions and begin a dialogue with NO through Governor Hub, being mindful that NO works one day a week at the school.</p> <p>Decision: The Chair will be in touch with NO to arrange a visit and will report back to governors.</p> <p>NO was thanked for an informative and interesting presentation and discussion.</p>	
	<p>NO left the meeting at 7.51pm</p>	
<p>4</p>	<p>Meeting Requirements</p> <p>4.1 Approval of the minutes of the FGB meeting held 23rd February 22 and agreed actions update</p> <p>The minutes of the last meeting were circulated prior to the meeting and can be found in the secure area on Governor Hub.</p> <p>The minutes were agreed as an accurate record and will be signed by the Chair electronically via Governor Hub</p> <p>Action points from meeting held 23rd February 22</p> <p>4. Attendance processes – The Chair visited the school and met the Attendance Officer. He was shown the processes and evidence and is confident the policy for attendance is being followed effectively and any issues are dealt with swiftly. The Chair will produce a report of the meeting – updated ongoing</p> <p>4.1 MH, Chair and Head to meet to discuss Pupil Premium funding – completed. Governors were encouraged to look at the documentation around Pupil Premium, which is on the school website. Action closed.</p> <p>4.4 Head to upload English visit and SEND PowerPoint onto Governor Hub for governors to discuss. Completed, action closed.</p> <p>5.1 Chair to collate the NGA “20 questions” document – completed – the document is on Governor Hub. The Chair highlighted areas under the notes section which are yet to be answered. Governors discussed the school vision and values and how they were originally finalised.</p> <p>Decision: It was agreed to hold another Governor Day on 8th July . Governors would be involved in strategic planning and feeding into the School Development Plan for 2022-23.</p> <p>Governors are encouraged to feedback any further comments to the Chair. Action closed.</p> <p>5.2 Chair, Head and Clerk to convene a meeting to streamline the policy spreadsheet – completed, the spreadsheet is on Governor Hub in the policies folder, action closed.</p>	<p>AW</p>



	<p>7.3 Head to contact PSHE service to reword paragraph 5.3.2 of the Anti-Bullying policy – completed, it was agreed to defer to next meeting for full discussion of the revised wording suggested by the PSHE service. Open</p> <p>7.4 SG to talk to site manager to check final draft of Health and Safety policy. Defer to next meeting, open</p> <p>Action Points from meeting held 26th January 22</p> <p>2. Preschool rent – awaiting further communication from the Preschool manager - open</p> <p>4 (From confidential minutes) Head, Chair and Local Authority (LA) to explore options for the bungalow – defer to another meeting</p> <p>6.1 and 6.4.2c – Governor monitoring – progressing well, governors are attending the Curriculum team meetings and reports are being circulated. CP reported back on her attendance at the arts team meeting, she will follow up this visit and conduct a pupil voice on art. SV and HJM conducted a wellbeing visit and the report was uploaded to Governor Hub. Governors were asked to identify the focus for follow up monitoring and any actions. The aim would be to produce an up to date monitoring programme for evidence. Actions closed.</p> <p>6.1 Pre-Ofsted report by Governor Services – AW to conduct website audit open.</p> <p>6.4.2b Monitoring of SDP (School Development Plan) – lead governors for each of the 5 objectives to identify monitoring focus and action. Head to circulate current version of SDP – ongoing.</p> <p>8.2 GDPR training – The Data Protection Officer has agreed to conduct one hour of training on GDPR and Freedom of Information. The suggested dates are</p> <p>Wednesday 27th April from 6.00pm</p> <p>Wednesday 4th May from 6.00pm</p> <p>Wednesday 8th June from 6.00pm</p> <p>Clerk to convene the training – addendum: training confirmed as 6th June 22</p> <p>Action Points from meeting held 24th November 21</p> <p>6.1 Head to contact NN to explain situation, governors are asked to consider potential associate governors – ongoing – SA informed governors of the approval by the Diocese of the appointment of a new foundation governor, her start date will be 1st April 22. It was agreed to search for associate governors outside of the parent body. The Clerk and Chair to look at recruitment outside of the meeting.</p> <p>Action Points from meeting held 3rd March 21</p> <p>11.1 Website biography – SV outstanding.</p> <p>12.2 CP, SA and the Head to meet and revamp SIAMS on website – meeting currently being convened, ongoing.</p>	<p>Agenda FGB SG</p> <p>Agenda Agenda</p> <p>PB</p> <p>Complete</p> <p>LT/AW</p> <p>SV CP SA PB</p>
5	Matters arising	
6	<p>School Improvement</p> <p>6.1 Head's Update The Head gave a verbal report</p>	



	<p>Safeguarding HJM is settling into her role as temporary safeguarding link and has organised a visit looking at the Single Central Record (SCR). The temporary fence has now been installed.</p> <p>The Guidance for safer working practice (GSWP) was circulated prior to the meeting. Decision : Governors approved the GSWP</p> <p>School Development Plan (SDP) Progress</p> <ul style="list-style-type: none"> • The Head will send the updated SDP to the clerk for circulation. • Sports Premium update – The Head discussed the playground equipment, which will be an expensive purchase. • He has organised the purchase of a new PE scheme and in the process of making an appointment for PE support. This will be a pastoral role promoting activity, active lunchtimes and preparing for tournaments amongst other duties. • Recovery funding was spent on phonics intervention in Y2 for the beginning of the year. The phonics score was 86% pass, without the phonics intervention, the pass score could have been 71%. <p>There were no further questions</p>	
7	<p>Chair's Report The report was circulated prior to the meeting. Since the last meeting there has been a round of Curriculum team meetings, the focus has been on community. The Head explained that in terms of community, reading volunteers are now in school and some trips and sports clubs have started.</p> <p>There is also a school maths challenge and science day.</p> <p>The Head highlighted the science fair in the summer term. This will compensate for science week which was badly impact by a COVID outbreak at the school.</p> <p>The Y4 production will be on 3rd May, all governors are invited.</p> <p>Governors had a brief discussion around some problems with Governor Hub.</p>	
8	<p>Governor Reporting and Monitoring Updates Curriculum Teams/Visit Reports The following reports were circulated prior to the meeting: Creative Arts by CP, Creative Arts Curriculum Team 1st March by CP and Wellbeing visit by SV</p> <p>CP reported back from her visit. The team are re-engaging with the community through the creative arts, by several initiatives including arts week (week commencing 16th May; this will include visits by local artists) and an open afternoon for parents.</p> <p>The School Improvement Officer will visit the school on Friday to conduct a deep dive with the creative arts team, CP and SA will also be attending.</p>	



	<p>CP was also in school yesterday to conduct a pupil voice with Y3 about the creative arts. A visit report will be forthcoming.</p> <p>A governor asked the Head for suggestions on how to evidence links with community for DT and computing.</p> <p>Each team has a community link rather than each subject, so it would be a STEM link.</p> <p>HJM's report on Early Years is now on Governor Hub.</p> <p>The Chair and MH have met to review Pupil Premium funding.</p> <p>8.2 Governor Action Plan (GAP)</p> <p>The GAP will be reviewed for the summer term.</p> <p>The Chair proposed to use part of Governor Day to perform an annual audit on progress and effectiveness of the governing body and align it with the Annual Governance Statement.</p>	
9	<p>Governor Training</p> <p>Feedback from Annual Conference</p> <p>AW and Clerk gave a brief overview of the conference. The slides have been uploaded to Governor Hub.</p> <p>Governors attending did not have any training gaps.</p>	
10	<p>Policy Adoptions and Review</p> <p>The following policies were discussed at the meeting and were circulated prior to the meeting (except 10.6) and can be found in the secure Governor Hub area.</p> <p>10.1 Anti-bullying (deferred to next meeting)</p> <p>10.2 Health and Safety (deferred to next meeting)</p> <p>10.3 Attendance policy</p> <p>10.4 Grievance Procedure</p> <p>10.5 Intimate Care policy – one sentence to be removed.</p> <p>10.6 Lone Working – defer to next meeting - not circulated</p> <p>10.7 Amendment to Mobile Phone policy and E-safety policy (verbal) The Head explained the amendment to the policy based on the new reporting system for first aid, which is online, staff will be allowed to use their mobile phone to update this in an emergency.</p> <p>Decision: Governors approved the Attendance policy, the Grievance Procedure, the Intimate Care policy and the amendment to the Mobile Phone and E-safety policy.</p>	
11	<p>Any Other Business</p> <p>Staff recruitment – the Head requested a governor to assist with the interviews and help shortlist. SA can help with the shortlist and AW with the interviews.</p> <p>A governor had tried to download a report from Parent View but could not due to lack of respondents. The Head had checked and there were a high number of entries, so it was agreed to try again.</p>	



12	<p>Review of meeting – 5 outcomes to parents via the newsletter. The 5 points are being published in the newsletter, which can be found on the website and is being circulated to governors.</p> <ul style="list-style-type: none"> • Governors received a positive SEND report from our SENCO • The school is in the process of filling a vacant post • Governors were pleased to report a positive budget for next year. • Governors approved a number of policies • Monitoring visits were discussed 	
13	<p>Date of next meetings To be arranged</p> <ul style="list-style-type: none"> • Potential dates for next meeting - Monday 25th April or 3rd May. Clerk to confirm preferred date. (addendum – confirmed as Monday 25th April 22) • June and July's meeting to be scheduled at the next meeting. • Governor Day – Friday 8th July 22 	Agenda

Colour code – Red = action point, blue = approval/decision, yellow = challenge, bold = governor question, green = senior leader's response. The meeting closed at 8.58 pm

Chair's Signature:

Signed as a true record of the meeting